



Otonabee – South Monaghan Public Library

Policy Type: Operational
Policy Title: Circulation and Membership

Policy Number: OP-5
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Chair Signature: _____ Date: _____

The Otonabee – South Monaghan Public Library makes physical and digital library materials widely available to the community, in an equitable manner, to maximize the use of the Library collection. The Otonabee – South Monaghan Public Library Board ensures fair conditions for library membership and borrowing privileges while protecting resources in a responsible manner and in accordance with the **Public Libraries Act**. R.S.O. 1990, c. P44.

Section 1: Library Membership and Borrowing

Membership:

1. The Otonabee – South Monaghan Public Library will serve all residents of the Township. People residing outside of the geographical area of the municipality, but owning property, working in or attending an educational institution in the area shall be considered residents.
2. A resident of Otonabee – South Monaghan Township may apply for membership at the Library and must furnish verification of address and identity by showing a document bearing his or her name.

Acceptable Identification	Acceptable Proof of Address
<ul style="list-style-type: none">• Driver's license• Health card with photo• Citizenship card• Passport• Student ID card• OAS (senior's card)• Employer-issued photo ID card• Ontario Identity Card	<ul style="list-style-type: none">▪ Any Benefit Statement issued by the Government of Canada▪ Bank account statement▪ Utility bill (telephone, hydro, water, gas, cable TV, internet)▪ Motor Vehicle Permit (driver's license)▪ Mortgage, rental, or lease agreement▪ Property tax assessment or bill▪ Insurance policy (property, auto, life)▪ Employer record (pay stub or letter from employer)▪ Secondary school, college or university report card or transcript▪ Letter of ID from a shelter or other social housing facility

3. The Otonabee – South Monaghan Public Library will be readily accessible, and its doors open for free and equal use by all members of the community. No fee will be charged to residents of the municipality for admission to the library, for use of the library materials in the library, for borrowing materials, or for use of the basic reference services.
4. Children under the age of 12 must register for membership accompanied by a parent or guardian

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who presents identification with name and address, and signs for responsibility for fines, damages, or lost items.

5. Only members of the Library in good standing will be allowed to borrow library materials.
6. Personal information collected will be subject to the Otonabee – South Monaghan Public Library Policy at **OP- 01 Privacy, Access to Information & Electronic messages under CASL.**

Section 2: Responsibilities of Membership:

Fair and equal access to library services and materials by all members of the Library depends on the responsible use of such services and materials by library users. A member must:

1. Membership is not transferable to other individuals
2. Present the library card each time materials are borrowed.
3. Pay all charges incurred for damaged or lost library material.
4. Observe all policies set by the Library Board as authorized by the Public Libraries Act.
5. Report the loss of a card or change of address as soon as possible. The cost to replace a lost or damaged library card is **\$3.00.**
6. The library card is the property of the Otonabee – South Monaghan Public Library and must be returned on request.
7. Membership expires every two years. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the library.

Parents or guardians of members under the age of 12 are responsible for their children's borrowing and behaviour with respect to the observance of Board policy.

The Chief Executive Officer is authorized by the Library Board to withhold Library privileges to anyone refusing to comply with Board policy. The use of the Library or its services may be denied for due cause. Such cause may include:

1. Failure to return borrowed materials or to pay penalties.
2. Destruction of library property.
3. Disturbance of other patrons after a warning by library staff has been given and ignored by the user.
4. Any other conduct on Library premises considered objectionable by Library staff.

The Otonabee South Monaghan Public Library adheres to the Municipal Freedom of Information & Protection of Privacy Act. Library staff may not give out information about a patron, except to a parent or guardian of an individual who is less than eighteen years of age.

Section 3: Out of Township Membership:

All applicants are required to bring documentation with their name and current address to any library branch to register for a library membership. The exception to this policy applies to the residents of Cavan – Monaghan Township and the City of Peterborough. **See Reciprocal Borrowing Procedures**

Fees for out of town memberships are:

- 1-year membership \$30
- 1-year membership – 65 years or older \$25

Section 4: Borrowing

1. Loan Periods:

DVD/BLU-RAY: 1-week loan period

Reference materials: 1-week loan period.

Books, books on CD, and magazines: 2-week loan period

In keeping with the Ontario Library Association's ***Children's Rights in the Public Library: Guidelines for Service***, there are no restrictions on the material borrowed by children. While the library staff can advise children on reading interests, the material selected by the child is the responsibility of the parent or guardian.

2. Renewals:

1. Library items may be renewed in person, by telephone, email or online.
2. Library materials may be renewed for up to 3 loan periods, provided:
 - a. The item(s) are not on reserve.
 - b. The item(s) are not in high demand.

3. Holds/Reserves:

1. Library materials may be reserved in person, by telephone, e-mail or online.
2. Reserves will remain in place for 3 months and may be renewed at that time.
3. When the item becomes available, the patron will be notified and asked to pick-up the item within 7 days.

4. Returns

1. Physical materials borrowed may be returned to the circulation desk at any branch of Otonabee – South Monaghan Public Library or to an external drop-box.
2. Members are required to return material on or before the due date.

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3. Items borrowed by members from Cavan- Monaghan Public Library and The Peterborough Public Library must be returned to one of the three Otonabee – South Monaghan Public Library branches. Items returned to an alternate location will incur a charge from OSMPL for recovery.

5. Circulation Records

Library circulation and membership records will be used in accordance with **Privacy, Access to Information & Electronic messages under CASL (OP-01)**

Section 5: Charges

1: Lost or Damaged Materials:

1. The Library will charge replacement costs for items which are overdue by 60 days or for items which are damaged or lost.
2. Charges will be assessed by the CEO and will be based on the replacement cost plus a **\$3.00** processing cost. It may not be possible to replace a specific item with an identical one.
3. Charges will be applied based on the cost of a substitute item or the current market price of materials when an item is not replaced.
4. Replacement of the item will be left to the discretion of the CEO or designate, in keeping with the library's collection development policy **at OP-04 Collection Development Policy.**
5. A \$5.00 charge will be applied to reciprocal library members who return OSMPL materials to reciprocal libraries (Cavan-Monaghan or Peterborough). After three instances, OSMPL borrowing privileges will be suspended if the charges are not paid.

** Since the Townships of South Monaghan and Otonabee amalgamated in 1998, OSMPL and Cavan-Monaghan Public Library have an informal reciprocal borrowing agreement.*

Related Documents:

OSMPL OP-01 – Privacy, Access to Information & Electronic messages under CASL

OSMPL OP-04 – Collection Development Policy

Reciprocal Borrowing Procedures for staff